



OTHER ON-THE-JOB TRAINING AND APPRENTICESHIP TRAINING AGREEMENT AND STANDARDS (TRAINING PROGRAMS OFFERED UNDER 38 U.S.C. 3677 AND 3687)

INSTRUCTIONS TO ESTABLISHMENT

This form has been furnished to you because you have expressed interest in providing training to veterans, their eligible dependents, and members of the Selected Reserve. If you desire, a VA education benefits specialist will help you complete this form. To obtain any desired assistance, contact the Education Liaison Representative (ELR) at the VA Regional Processing Station that has jurisdiction over your city and state. You can either contact VA through the Internet or by calling us. On the Internet, access our Education Home page (gibill.gov) and click on the "ASK THE QUESTION AND ANSWERS" link at the left top side of the page. On the next screen (Education Benefits), click on the "ASK THE QUESTION" tab located at the middle part of the top section. Then, simply complete the question. When you are done, click on the "SUBMIT QUESTION" button at the bottom part of the screen. For contacting VA on the telephone, call 1-888-GI-BILL-1 (1-888-442-4551). VA will forward your information to the appropriate ELR who will then contact you. After the form has been signed by you and a VA trainee, send copies 1 and 2 to the VA office having jurisdiction over your mailing (street) address. (The ELR will give you this VA mailing address.) Keep copy 3 for your records. Give copy 4 to the trainee.

PRIVACY ACT NOTICE

VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses as identified in the VA system of records, 58VA21/22, Compensation, Pension, Education and Rehabilitation Records - VA, and published in the Federal Register. An example of a routine use allows VA to send educational forms or letters with a veteran's identifying information to the veteran's training establishment to (1) assist the veteran in the completion of claims forms or (2) for VA to obtain further information as may be necessary from the school for VA to properly process the veterans education claim or to monitor his or her progress during training. Your obligation to respond is required to obtain or retain benefits. Giving us your SSN account information is voluntary. Refusal to provide your SSN by itself will not result in the denial of benefits. VA will not deny an individual benefits for refusing to provide his or her SSN unless the disclosure of the SSN is required by a Federal Statute of law in effect prior to January 1, 1975, and still in effect. While you do not have to respond, VA cannot pay the trainee any education benefits until we receive the information. This information is a training agreement, as approved by the Department of Veterans Affairs (VA), is completed and signed by both the employer and the trainee. The responses you submit are considered confidential (38 U.S.C. 5701).

IMPORTANT NOTICE ABOUT INFORMATION COLLECTION

We need this information to determine the trainee's eligibility for educational benefits based on On-the-Job or Apprenticeship training (38 U.S.C. 3671). Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 30 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at www.whitehouse.gov/omb/library/OMBINV.VA.EPA.html#VA. If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this form.

PART I - GENERAL INFORMATION

PART II - TRAINING AGREEMENT

16. WAGE PROGRESSION TOWARD THE JOURNEYWORKER WAGE

D. PRESENT FULLY TRAINED WAGE RATE OR JOURNEYWORKER WAGE RATE	
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17B. NUMBER OF HOURS OF TRAINING

The Establishment and the Trainee enter into this agreement in conformity with the Training Standards shown on the reverse side of this form which have been approved by the Department of Veterans Affairs. Carefully read these standards before signing below.

The signing of this agreement binds the parties to compliance with the Agreement and Training/Apprenticeship Standards.

OTHER ON-THE-JOB TRAINING STANDARDS

I. HOURS AND SUPERVISION - The trainee shall work the same hours as the instructor and shall work under the supervision of the instructor at all times.

II. SAFETY AND HEALTH TRAINING - The VA trainee will receive instruction on the job as to safe and healthful work practices. Such instruction shall include training regarding safety regulations, reporting of accidents, and availability of first aid medical facilities. The establishment shall also ensure that the trainee is trained in facilities and other environments that are safe and healthful.

III. ADMINISTRATIVE PROCEDURES - The following shall be the responsibility of the participating establishment:

A. To see that all VA trainees are covered by a written agreement.

B. To notify the VA Regional Processing Office in writing of any interruption or termination of training by each VA trainee.

C. To maintain a record of each VA trainee showing his or her experience and progress in learning the occupation until 3 years after completion of the training program.

IV. COMPLIANCE WITH TITLE VI, CIVIL RIGHTS ACT OF 1964 - The establishment agrees to comply with the provisions of Title VI, Civil Rights Acts of 1964.

V. COMPLIANCE WITH TRAINING STANDARDS - These standards, as approved by VA, become a part of the Training Agreement applying hereto. The signing of the Agreement in Items 19 and 20 on the reverse, binds the parties to compliance with these standards.

The employer will provide every VA trainee entering into an Other On-The-Job Training Agreement with a copy of the Agreement with these Standards. The employer will send two copies of the completed Agreement to VA. The terms of this training agreement are in compliance with the requirements of section 21.4262, Title 38, Code of Federal Regulations.

APPRENTICESHIP TRAINING STANDARDS

I. DEFINITION AND TERM OF APPRENTICESHIP - The term "apprentice" shall mean a person at least _____ years of age who is employed to learn a skilled trade pursuant to the terms of a written Apprenticeship Agreement with the establishment. The Agreement will provide for (a) not less than _____ years of reasonably continuous employment, (b) participation of the apprentice in an approved schedule of work experience through employment, and (c) at least the number or hours per year of supplemental instruction in subjects related to the trade specified by the U.S. DOL (Department of Labor). (The DOL usually requires at least 144 hours per year.)

II. QUALIFICATIONS OF APPRENTICESHIP APPLICANTS - VA apprenticeship applicants for this trade shall be between the ages of _____ and _____ and should be, if possible, high school graduates or the equivalent and be able to meet the requirements of the trade.

III. PROBATIONARY PERIOD - All apprentices employed in accordance with these standards shall be subject to a probationary period not exceeding the first _____ of the term of apprenticeship. During this period, the Apprenticeship Agreement may be terminated at the request of either party to the Agreement.

IV. HOURS AND SUPERVISION - The apprentice shall work the same hours as the journeyworker and shall work under the supervision of the journeyworker at all times.

V. WAGE PROGRESSION - This standard must include a uniform, progressive schedule of wages.

VI. RELATED SCHOOL INSTRUCTION

A. Each apprentice shall enroll in and attend classes in subjects related to this trade for not less than the number of hours yearly specified by the U.S. DOL during the term of apprenticeship. Apprentice related training should be arranged through local education agencies, the Community College system, or private vocational schools. If institutional training is not available locally, such related training may be given by a course applicable to the trade taken through correspondence (or other forms of self-study approved by the registration/approval agency), or an individualized instruction program of classroom training in the training establishment will be substituted.

B. Failure on the part of the apprentice to regularly attend class and/or progress satisfactorily in approved related training will be deemed sufficient cause to drop the apprentice from the entire training program.

C. Trade journals, manuals, books, publications, etc., applicable to the trade may be used in supervised training.

D. The minimum number of related training hours per year are not classified as hours of employment unless given during regular working hours for which wages are paid.

E. Curriculum content is described in Items 18A and 18B of the Apprenticeship Agreement.

VII. SAFETY AND HEALTH TRAINING - The apprentice shall receive instruction on the job as to safe and healthful work practices. Such instruction shall include training regarding safety regulations, reporting of accidents, and availability of first aid medical facilities.

VIII. ADMINISTRATIVE PROCEDURES - The following shall be the responsibility of the participating establishment:

A. To see that all apprentices are covered by a written agreement.

B. To notify the VA Regional Processing Office in writing of any interruption or termination of training by each apprentice.

C. To maintain a record of each apprentice showing his or her experience and progress in learning the occupation until 3 years after completion of the training program.

IX. GRANTING CERTIFICATE OF COMPLETION OF APPRENTICESHIP - After satisfactory completion of apprenticeship under these standards, each apprentice shall be furnished with a Certificate of Completion of Apprenticeship.

X. COMPLIANCE WITH TITLE VI, CIVIL RIGHTS ACT OF 1964 - The establishment agrees to comply with the provisions of Title VI, Civil Rights Act of 1964.


XI. COMPLIANCE WITH APPRENTICESHIP STANDARDS - These standards, as approved by VA, are made a part of the Apprenticeship Agreement applying hereto. The signing of the Agreement in Items 19 and 20 on the reverse, binds the parties to compliance with these standards.

OTHER INFORMATION - Every apprentice entering into an Apprenticeship Training Agreement will be given a copy of these standards. Two copies will be forwarded to VA. The terms of this training agreement are in compliance with the requirements of section 21.4261, Title 38, Code of Federal Regulations.

Education Liaison Representative

Date Signed

PART I - GENERAL INFORMATION

1. NAME AND ADDRESS OF ESTABLISHMENT ENTERING INTO TRAINING AGREEMENT			2. NAME AND ADDRESS OF TRAINEE ENTERING INTO TRAINING AGREEMENT		
3. TRAINEE'S SOCIAL SECURITY NUMBER		4. TRAINEE'S VA FILE NUMBER		5. DATE OF BIRTH	
				6. TRAINEE'S JOB TITLE OR TRADE	
7. LENGTH OF PROGRAM		8. CREDIT FOR PREVIOUS TRAINING/EXPERIENCE			9. LENGTH OF TIME REMAINING TO BE COMPLETED
10. DATE TRAINING BEGINS		11. LENGTH OF PROBATIONARY PERIOD		12. FACILITY CODE	
				13. DOT CODE	
		FOR VA USE ONLY 			

14. SPECIFIC QUALIFICATIONS FOR TRAINEES	15. NUMBER OF TRAINEES PER INSTRUCTOR OR NUMBER OF APPRENTICES TO JOURNEYWORKERS (<i>Ratio</i>)
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NOTE: Trainees who receive credit for previous experience shall be paid the wage rate of the period to which such credit advances them.

A. PERIOD	B. NUMBER OF MONTHS	C. WAGE LEVEL	A. PERIOD	B. NUMBER OF MONTHS	C. WAGE LEVEL
1ST		\$ PER	6TH		\$ PER
2ND		\$ PER	7TH		\$ PER
3RD		\$ PER	8TH		\$ PER
4TH		\$ PER	9TH		\$ PER
5TH		\$ PER	10TH		\$ PER

\$ PER

[illegible]

18A. COURSE CURRICULUM UNITS, OR TRAINING OUTSIDE THE JOB NECESSARY FOR THIS TRADE <i>(If required)</i>	18B. LOCATION OF RELATED TRAINING/INSTRUCTION
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The Establishment and the Trainee enter into this agreement in conformity with the Training Standards shown on the reverse side of this form which have been approved by the Department of Veterans Affairs. Carefully read these standards before signing below.

19. SIGNATURE OF TRAINEE	20. SIGNATURE AND TITLE OF ESTABLISHMENT DESIGNEE
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The signing of this agreement binds the parties to compliance with the Agreement and Training/Apprenticeship Standards.

OTHER ON-THE-JOB TRAINING STANDARDS

I. HOURS AND SUPERVISION - The trainee shall work the same hours as the instructor and shall work under the supervision of the instructor at all times.

II. SAFETY AND HEALTH TRAINING - The VA trainee will receive instruction on the job as to safe and healthful work practices. Such instruction shall include training regarding safety regulations, reporting of accidents, and availability of first aid medical facilities. The establishment shall also ensure that the trainee is trained in facilities and other environments that are safe and healthful.

III. ADMINISTRATIVE PROCEDURES - The following shall be the responsibility of the participating establishment:

A. To see that all VA trainees are covered by a written agreement.

B. To notify the VA Regional Processing Office in writing of any interruption or termination of training by each VA trainee.

C. To maintain a record of each VA trainee showing his or her experience and progress in learning the occupation until 3 years after completion of the training program.

IV. COMPLIANCE WITH TITLE VI, CIVIL RIGHTS ACT OF 1964 - The establishment agrees to comply with the provisions of Title VI, Civil Rights Acts of 1964.

V. COMPLIANCE WITH TRAINING STANDARDS - These standards, as approved by VA, become a part of the Training Agreement applying hereto. The signing of the Agreement in Items 19 and 20 on the reverse, binds the parties to compliance with these standards.

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APPRENTICESHIP TRAINING STANDARDS

I. DEFINITION AND TERM OF APPRENTICESHIP - The term "apprentice" shall mean a person at least _____ years of age who is employed to learn a skilled trade pursuant to the terms of a written Apprenticeship Agreement with the establishment. The Agreement will provide for (a) not less than _____ years of reasonably continuous employment, (b) participation of the apprentice in an approved schedule of work experience through employment, and (c) at least the number or hours per year of supplemental instruction in subjects related to the trade specified by the U.S. DOL (Department of Labor). (The DOL usually requires at least 144 hours per year.)

II. QUALIFICATIONS OF APPRENTICESHIP APPLICANTS - VA apprenticeship applicants for this trade shall be between the ages of _____ and _____ and should be, if possible, high school graduates or the equivalent and be able to meet the requirements of the trade.

III. PROBATIONARY PERIOD - All apprentices employed in accordance with these standards shall be subject to a probationary period not exceeding the first _____ of the term of apprenticeship. During this period, the Apprenticeship Agreement may be terminated at the request of either party to the Agreement.

IV. HOURS AND SUPERVISION - The apprentice shall work the same hours as the journeyworker and shall work under the supervision of the journeyworker at all times.

V. WAGE PROGRESSION - This standard must include a uniform, progressive schedule of wages.

VI. RELATED SCHOOL INSTRUCTION

A. Each apprentice shall enroll in and attend classes in subjects related to this trade for not less than the number of hours yearly specified by the U.S. DOL during the term of apprenticeship. Apprentice related training should be arranged through local education agencies, the Community College system, or private vocational schools. If institutional training is not available locally, such related training may be given by a course applicable to the trade taken through correspondence (or other forms of self-study approved by the registration/approval agency), or an individualized instruction program of classroom training in the training establishment will be substituted.

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C. Trade journals, manuals, books, publications, etc., applicable to the trade may be used in supervised training.

D. The minimum number of related training hours per year are not classified as hours of employment unless given during regular working hours for which wages are paid.

E. Curriculum content is described in Items 18A and 18B of the Apprenticeship Agreement.

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IX. GRANTING CERTIFICATE OF COMPLETION OF APPRENTICESHIP - After satisfactory completion of apprenticeship under these standards, each apprentice shall be furnished with a Certificate of Completion of Apprenticeship.

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4TH		\$ PER	9TH		\$ PER
5TH		\$ PER	10TH		\$ PER

\$ PER

17A. WORK PROCESSES IN WHICH TRAINEE WILL RECEIVE INSTRUCTION OR WILL BE TRAINED <i>(List the various operations or tasks to be learned with a brief narrative description and the length of time devoted to each. If additional space is required, please continue on a separate sheet)</i>	17B. NUMBER OF HOURS OF TRAINING
TOTAL 	

18A. COURSE CURRICULUM UNITS, OR TRAINING OUTSIDE THE JOB NECESSARY FOR THIS TRADE <i>(If required)</i>	18B. LOCATION OF RELATED TRAINING/INSTRUCTION
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D. The minimum number of related training hours per year are not classified as hours of employment unless given during regular working hours for which wages are paid.

E. Curriculum content is described in Items 18A and 18B of the Apprenticeship Agreement.

VII. SAFETY AND HEALTH TRAINING - The apprentice shall receive instruction on the job as to safe and healthful work practices. Such instruction shall include training regarding safety regulations, reporting of accidents, and availability of first aid medical facilities.

VIII. ADMINISTRATIVE PROCEDURES - The following shall be the responsibility of the participating establishment:

A. To see that all apprentices are covered by a written agreement.

B. To notify the VA Regional Processing Office in writing of any interruption or termination of training by each apprentice.

C. To maintain a record of each apprentice showing his or her experience and progress in learning the occupation until 3 years after completion of the training program.

IX. GRANTING CERTIFICATE OF COMPLETION OF APPRENTICESHIP - After satisfactory completion of apprenticeship under these standards, each apprentice shall be furnished with a Certificate of Completion of Apprenticeship.

X. COMPLIANCE WITH TITLE VI, CIVIL RIGHTS ACT OF 1964 - The establishment agrees to comply with the provisions of Title VI, Civil Rights Act of 1964.

XI. COMPLIANCE WITH APPRENTICESHIP STANDARDS - These standards, as approved by VA, are made a part of the Apprenticeship Agreement applying hereto. The signing of the Agreement in Items 19 and 20 on the reverse, binds the parties to compliance with these standards.

OTHER INFORMATION - Every apprentice entering into an Apprenticeship Training Agreement will be given a copy of these standards. Two copies will be forwarded to VA. The terms of this training agreement are in compliance with the requirements of section 21.4261, Title 38, Code of Federal Regulations.